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31 May 1983

MEMORANDUM FOR: Chief, Supply Division, OL

FROM:

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Chief, Supply Management Branch, SD, OL

SUBJECT: Weekly Report - 24 - 31 May 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

None

2. Items or Events of Major Interest That Have Occurred During the Preceding Week:Display of Federal Prison Industries Executive Furniture

On 26 May, two representatives of the Supply Management Branch reviewed the Federal Prison Industries Display of Executive Furniture at the Department of Justice. The display of executive furniture was rather limited and the consensus was that the items would not be compatible with the Agency's existing line of traditional/contemporary furniture. Representatives of Logistics Services Division and Procurement Division also reviewed the display.

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Forms Task Group

The Supply Management Branch representative to the Forms Task Group (see SD Weekly Report of 3-10 May 1983) was advised by [] of the Office of Data Processing that the initial meeting of the Task Group would take place on 7 June 1983 at Headquarters.

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Executive Furniture Catalog

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A representative of the Logistics Services Division will visit the Supply Management Branch on 1 June to review the second draft of the Executive Furniture Catalog.

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3. Significant Events Anticipated During the Coming Week:

None



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